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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-9

RECEIVED
CURRENT SPECIAL REPORTS
JUN 30 1945
U.S. DEPARTMENT OF AGRICULTURE

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Weekly Situation Reports

Procedure Instruction No. 207.1 requires that each Branch of OMS shall submit a weekly situation report for each of its principal commodities. To carry out this responsibility in the Special Commodities Branch, the following instructions are effective.

1. For the purposes of this report, the following have been designated as principal commodities:

Tea	Honey
Spices	Edible Peanuts
Cocoa Beans	Peanut Butter
Canned Fish	Green Coffee
Chutney	Soluble Coffee
Cured Fish	Dry Active Yeast
Fresh & Frozen Fish	Vitamins
Malt Beverages	Citric Acid
Confectionery	Lemon Oil
Ice	Maple Syrup
Peppermint Oil	Macaroni Products

In addition to the above, any commodities which develop production or distribution problems in the future shall also be included.

2. Each Division Chief shall submit a report for his Division no later than noon of each Wednesday, in an original and liaison copy. The report shall be addressed to the Chief of the Operational Planning and Services Division, who has been designated to compile the Branch report.

Reports shall indicate only the changes that have occurred in the commodity situation during the past week. The changes should be set forth by commodities and the pertinent headings under each commodity, as indicated below, should be used. Where there are no changes in a commodity during the week, that commodity need not be mentioned, and where there are no changes under a heading for a commodity, that heading need not be indicated. These provisions do not relieve the commodity representative and Division Chief from reviewing each commodity each

week to determine the changes that have occurred. In reporting a new commodity, it will be necessary to include statements under (a) to (d), below, in addition to the statements concerning the problem involved.

3. The report shall be set up in accordance with the following:

a. Current Outlook on Production

This section shall contain a brief statement on the present outlook for production and shall include figures or percentages which will indicate whether production is going ahead of or behind requirements.

b. Price Situation

A brief statement on whether the price of the commodity has created a problem and, if so, what the problem is and what steps are being taken to correct it.

c. Distribution of Supplies to Civilians

Under this heading shall be a brief statement of the current and prospective status of supplies of the commodity in the United States, showing areas of scarcity, surplus or normal supply, whichever is applicable.

d. Operation of Set-Aside or Other Food Orders

A brief statement indicating whether or not the food order on the particular commodity is attaining the end for which it was designed. If not, what steps are being taken to amend the order, and the status of any amendments in process.

e. Action Being Taken on Existing Problems

A brief description of any current problems not covered above shall be included here with an explanation of the steps being taken toward a possible solution.

f. Proposed Action on Any New Programs

The need for the program and the end expected to be accomplished thereby shall be set forth here.

g. Other Problems Which Are Anticipated in the Near Future and Steps Planned to Meet Them

Any problems which may arise in the future, and which are foreseeable at this time, shall be included here.

It must be borne in mind that this is intended to be a situation rather than an activity report, and statements in the report should reflect that point of view.